



Temporary Positions Reference Assistants

The Congressional Research Service (CRS) is a service unit of the Library of Congress that works exclusively for the United States Congress. CRS provides policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation.

The Knowledge Services Group (KSG) is seeking two Reference Assistants to assist with the assessment and weeding of CRS research materials in two different locations primarily focused on the subject matter of (1) foreign affairs, defense and trade, and (2) general public policy publications and government documents. The Reference Assistants will evaluate books, monographs, serials, academic papers, news articles, and other material against CRS and Library of Congress (LC) holdings to determine the need to maintain the physical material in the collections. Materials identified as needed, but unavailable online, will be separated for future scanning, but scanning of the materials is outside the scope of these projects. As directed, the Reference Assistants may collect and/or study usage data to determine the necessity of maintaining specific print materials, taking into consideration their value and online access. The Reference Assistants will participate in developing decision rules for the collections, communicating collection plans with stakeholders, and helping to implement final collection plans. Processing of information will be based on existing and future research materials needs of CRS staff and follow pre-established patterns and guidelines of the KSG management team and senior KSG leadership.

A significant portion of the collections will be evaluated and processed over the course of the Reference Assistants' tenure. Those items requiring the creation of electronic holdings will be copy cataloged from pre-existing LC or other trusted library holdings into the CRS Voyager system. As time permits, required materials will be added to online finding aids and other guides, potentially created in Microsoft SharePoint, to ensure their accessibility and retention.

Desired Knowledge/Education/Skills:

- Knowledge of online library systems and day-to-day library operations
- Experience using library catalogs and online electronic resources and databases
- Ability to move book carts and lift materials (books, journals, etc.)
- Skill in using Microsoft Office suite
- Working knowledge of Microsoft SharePoint or similar Content Management System (CMS)
- Working knowledge of the Internet and online searching techniques
- Ability to multi-task and work in a fast-paced environment as part of a collaborative team
- Demonstrated organizational and interpersonal skills

- Ability to work independently
- Keen attention to detail
- Ability to proof-read and review own work
- Professional demeanor and customer-service orientation

Starting date: April 19 or May 3, 2015

Duration: (20-40 hours per week) temporary position lasting 6 months, with the possibility of an extension of up to 3 months (contingent upon business need, available funding, and the selectees' performance)

Salary: GS-8

To Apply, please email a resume, cover letter, and a list of any major collections development, evaluation, and/or maintenance work by April 10, 2015 to employment@crs.loc.gov. The list should include a brief description of the collections work completed and your role.